

25X1A

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SUBJECT: Monthly Activity Report - March 1963

(2) New inventory management codes were devised to identify items approved for stock at the [REDACTED]. These codes also inform the [REDACTED] of their primary source of supply for stock replenishment and their authority with respect to issues.

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## 2. ITEMS OF INTEREST

### ✓ a. Revision of Economic Order Quantity Tables

In order to reduce the expenditures of stock funds for routine stock replenishment, a revised Economic Order Quantity (EOQ) Table was developed and placed in effect. This revision was designed to reduce expenditures by approximately 20% for the remainder of the fiscal year. This was accomplished by sharply reducing the amount of safety stock and reducing the number of months of supply to be procured in each dollar value range. This is at the expense of increasing the number of replenishment actions required to maintain the inventory as well as increasing the expected incidence of stock-outs.

### ✓ b. Bulk Stock Procurement Funds

A close surveillance was continued through the month on all requisitions requiring procurement action. This program resulted in 1,339 requisitions being processed during the month. There are 47 requisitions, representing procurement action in the amount of [REDACTED] currently being held pending availability of additional funds. The stock fund uncommitted balance as of 26 March 1963 is [REDACTED]

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25X1A2d2

25X1A6a

25X1C

d. Participation in Federal Catalog Program

Through active participation in the Federal Catalog Program we are planning to develop a comprehensive, although simple, cross-reference file of manufacturers' part numbers to the stock number to be maintained by computer methods. This will greatly assist in rapid identification on customer requisitions.

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V e. Move from [REDACTED]

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The relocation of Agency material stored at [REDACTED]  
[REDACTED] has been scheduled to start the week of 1 April 1963.  
Completion date has been tentatively established as 1 May  
1963.

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f. Personnel Status

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Personnel Ceiling as of 26 December 1962

[REDACTED]

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On duty on T.O. as of 31 March 1963

[REDACTED]

25X9A2

Due in within 30 days

Due out within 30 days

Personnel TDY for division

Personnel processing for PCS, in  
training over 30 days, detailed  
out, extended sick leave

Ceiling

Physically on duty

[REDACTED]

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3. SPECIAL PROBLEMS

None.

[REDACTED]

Distribution:

Orig & 1 - Addressee  
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TRANSMITTAL SLIP		DATE 3 April 1963
TO: [REDACTED]		
ROOM NO.	BUILDING	
REMARKS:  [REDACTED] called to say that some of the detailed information from [REDACTED] has been omitted from the OL/SD Monthly Activity Report because this information is contained in OL/PS's Monthly Operational Report. If this is acceptable, OL/SD will continue this procedure. (The Activity Report will be shortened by approximately two pages).  <i>I agree with OL/SD proposal CJP</i>		
FROM: [REDACTED]		
ROOM NO.	BUILDING	

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